

**NEIGHBORHOOD ASSISTANCE
PROGRAM
AWARD WEBINAR
*FISCAL YEAR 2013-2014***

COMMUNITY SERVICES DEPARTMENT

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2013-2014 NAP AWARD MANUAL

The NAP Program follows the Indiana State Government Fiscal Year: July 1-June 30.

Although the beginning of the 2013-2014 NAP cycle has been advanced, the program must still be completed by the end of the fiscal year (June 30, 2014.)

Please review the 2013-2014 NAP Manual for further information.

CONTRIBUTION POLICY

ELIGIBLE DONORS

Eligible Donors

- Any person, business, or organization that has an Indiana state income tax liability
- The Credits are applied to the tax liability of the Contributors
- **Example:** XYZ Company donates \$5000; XYZ Company receives credits, NOT the owners or the shareholders of XYZ company
- **IF,** XYZ Company wants to provide their owners, shareholders, etc...with credits, they will need to provide each persons name, SSN, and amount of contribution

CONTRIBUTION POLICY

ELIGIBLE DONATIONS

- Tax credits = 50% of contribution amount
- Minimum Donation = \$100*
- Maximum Donation (per calendar year) = \$50,000 (\$25,000 credit)
- Donations begin August 1, 2013 and end June 10, 2014
- Credits are to be claimed for the calendar year in which the donation was made.

* Unless remaining credits is less than \$50

CONTRIBUTION POLICY

ELIGIBLE DONATIONS

Eligible Contributions

- Cash
- Check
- Credit card
- Stock (that has been sold)
- United Way Designations (report amount received)
- Property (must be used for NAP activity)
- In-Kind donations (limited to building materials only)

CONTRIBUTION POLICY

MINIMUM DONATION

If a donor contributes several small donations that add up to an amount greater than the minimum contribution :

- All contributions must be reported to IHCDA at the same time.
- Grouped contributions must be reported in the same calendar year.
- List only the most recent date of the multiple contribution dates on the electronic report.

CONTRIBUTION POLICY

CONTRIBUTIONS FROM COUPLES

Contributions from couples are always welcome, but must be reported accurately to prevent difficulty when claiming the credit:

- If the couple files a joint tax return, please list only the Head of Household on the report.
 - If the couple files individually, please include only the name of the individual who will be claiming the credit.
- *In any case, please ensure that only one name appears on the report.

REPORTING FORMS

NC-10 Form

IHCDA and the Indiana Department of Revenue (IDOR) no longer use the NC-10 or NC-20 forms. The only reports that either agency requires are the Mid-Year and End-of-Year electronic reports filed at IHCDAOnline.com.

You are welcome to continue using the NC-10/20 form for internal record-keeping purposes.

At the end of each calendar year, the electronic reports will be submitted to IDOR for comparison against relevant tax returns. This is why the accuracy of the electronic reports is so vital.

Do not mail NC-10/20 forms to IHCDA or IDOR.

ELECTRONIC REPORTS

- All electronic reports must be submitted at IHCDAOnline.com
- Reports are due by the due date:
 - Mid-year: January 10, 2014
 - End-of-year: June 6, 2014
- Failure to submit reports by the due date may jeopardize your organization's NAP eligibility in the future.
- IHCDA staff strongly recommends that adequate time be allowed for entering reports. However, if technical difficulties are encountered, please contact IHCDA staff.

REPORTING

Expenditure and Reporting Requirements:

	Benchmark	Report Due Date
Mid-Year reporting	60%	January 10, 2013
End of year reporting	100%	June 6, 2013

*Although the 60% benchmark has been waived for 2013-2014, submission of the Mid-Year report is still required.

TAX CREDIT DE-ALLOCATION

If your organization fails to submit the necessary reports or meet the necessary benchmarks, your credits may be de-allocated and re-allocated to another organization.

Quarter	Program Year 2011-2012 Deductions
Mid-Year Report	De-Allocate up to 60% of Award
End of Year Report	De-allocate up to 100% of Award

A de-allocation will render your organization ineligible for participation in NAP for the following year.

TAX CREDIT RE-ALLOCATION

Receiving re-allocation credits is entirely optional, and there is no penalty for declining. However, it can be a method for a successful organization to leverage additional funding.

To be eligible for a re-allocation, an organization must have:

- Utilized 100% of original award amount
- Submitted all reports on time

Re-Allocated credits must be sold before the end of the fiscal year (June 30.) If an organization receives a re-allocation, but fails to sell their credits by the deadline, the same penalties apply as if they had failed to sell any of their initial award.

Re-Allocations will be distributed at the discretion of IHCD staff.

MONITORING

IHCDA Staff reserves the right to perform on-site audits of NAP programs and records.

The auditors will be inspecting the following:

- Application of NAP funds to eligible activities.
- Copies of checks, receipts, and other donation records.

CLOSE-OUT REPORT

The Close-Out Report is a final report submitted at the end of the 23-month NAP cycle. It details to the effectiveness of the NAP program, and the individual NAP-funded activities.

This report is due at the end of the fiscal year, two years after the initial award (June 30, 2015 for the 2013-2014 NAP cycle.)

*At present, this is a paper report, downloadable from the IHCDa website. However, it is the hope of IHCDa staff that, beginning in 2014, this report will be electronic.

PROCESS OVERVIEW

1. Receive, Sign and Return Award Agreement Documents to IHCD
2. Market and Sell NAP Tax Credits starting August 1, 2013 *(after receipt of award documents)*
3. File electronic reports *(in accordance with dates in the NAP Award Manual)*
4. Complete and submit Close-out report at end of project *(no later than June 30, 2015)*

CONCLUSION

NAP Award Manual online at: <http://www.in.gov/ihcda/2526.htm>

NAP Questions and Concerns? Send to nap@ihcda.in.gov

To obtain credit for taking this webinar, please complete the questionnaire at:

<http://www.surveymonkey.com/s/LFZSM5M>